

City of Bedford

Point of Sale Inspection Guidelines

A. BASEMENT

- 1) Must have handrail on steps leading to basement
- 2) Smoke detector is required: Battery type for finished ceiling
Electrical type for open joist ceiling
- 3) Main fuse panels must be in good serviceable working order
- 4) (Floor) – basement floor must be concrete and in good general condition and free of hazards/serious cracks
- 5) (Walls) – basement walls must be free of cracks. All mortar joints must be structurally sound and tight. Walls must be free of moisture, mold, mildew, etc

Electrical:

- 1) Panel must be grounded to street side of water meter with #4 solid copper wire
- 2) Any holes in panel from missing breaker knock-outs, etc. must be plugged with correct appliance
- 3) All wires entering main panel must have correct connectors
- 4) Breaker and fuses must be correct size for wiring on each circuit. Fuses cannot be larger than 20amp (#12 wire); 15amp (#14 wire) – All knob/tube systems (15amp)
- 5) All circuits in the main fuse panel must be identified/labeled on cover or next to breaker/fuses
- 6) All unused or defective electrical fixtures or equipment must be completely removed throughout
- 7) All stairways must be properly lit and switched
- 8) All taps and splices must be enclosed in work box with correct cover
- 9) A bonding jumper wire (#4 solid copper) must be installed on water meter and from hot to cold on hot water tank
- 10) All lights, outlets and switches must operate properly
- 11) Exposed wiring must be properly secured. Wiring in open stud walls is not permitted. Extension cords are permitted only for temporary, portable appliances
- 12) All basement receptacles must be GFCI protected, except sump, laundry, freezer, furnace (they are to be grounded only)

Hot Water Tank:

- 1) Must have dielectric nipples or unions at water inlets and outlets
- 2) Must have temperature and pressure valve with ¾" piping 6-12" from floor
- 3) Must have correct gas shut-off valve and dirt leg on gas line
- 4) Must have correct size and gauge exhaust flue piping sealed tight in chimney

Furnace:

- 1) Must be clean and in serviceable condition
- 2) Must have correct gas shut-off valve and dirt leg on gas line
- 3) Must have correct size and gauge exhaust flue piping sealed tightly in chimney

A. BASEMENT (Cont):

Windows:

- 1) All basement windows must be weather-tight, free of broken glass, glazing putty in good condition and equipped with working window locks
 - All wood frames and sash must be free of decay, splits, deflection and properly painted

B. KITCHEN

- 1) Flooring must be water-tight
- 2) GFCI protection on both sides of most sinks
- 3) All plumbing fixtures must be in good working condition and free of leaks

C. BATH

- 1) Must have at least one GFCI outlet
- 2) Must have window or exhaust fan
- 3) Outlets in light fixtures or medicine cabinets must be disconnected
- 4) Flooring must be water-tight – carpeting not permitted
- 5) Showers and tubs must have water repellant walls. Seal gaps between tub/floor or tub/wall
- 6) All plumbing fixtures must be in good working order and free of leaks and defects

D. INTERIOR

- 1) All interior walls and ceilings must be free of cracks and holes or water damage and be properly painted
- 2) Floors must not have any deflection, weak, loose, or decayed sections or boards
- 3) All gas appliances must have required shut-off valves in the same room and within 6' of the appliance
- 4) Structure must be free of infestation (insects, rats, roaches, etc.)
- 5) All doors/windows must be equipped with security devices. No broken glass, glazing in good condition and in good operating condition. Must be properly weather-stripped – counter-weight ropes must be intact
- 6) All halls, stairways and exits must be well lit and free of obstructions
- 7) All required handrails must be structurally sound, safe and secure
- 8) Smoke detectors must be located on each level and in good operating condition
- 9) Stairways shall be well lit and switched properly at both ends
- 10) No keyed deadbolts may be located on interior side of doors (thumb turns only)
- 11) All gas appliances must be connected to gas piping with approved, coated, flexible connectors or be hard-piped
- 12) Bedrooms must be equipped with a minimum of one switched light fixture and two receptacles

E. EXTERIOR

- 1) Remove all trash, rubbish, garbage or debris on property
- 2) Remove all unused, unlicensed or inoperable motor vehicles
- 3) Remove all conditions which may create a health or safety hazard
- 4) All gutters and downspouts must be present and in good repair, painted and cleaned

E. EXTERIOR (Cont.)

- 5) All masonry (block, brick, etc. – chimneys, foundations, brick steps, brick fronts, veneers, etc) must be in good, sound condition with no loose or missing brick, block or mortar. Replacement materials must match the originals in nature, texture, color and style. Caulking may not be used to replace mortar
- 6) All siding must be present, in good condition and properly painted
- 7) All windows must be intact, operable, glazing putty in good condition and painted
- 8) All wood trims, fascia, and soffits must be properly maintained and painted
- 9) All porches must be properly maintained and painted and equipped with handrails if more than 30” high
- 10) All doors must open and close properly
- 11) All exterior light fixtures must be properly maintained and operate normally
- 12) All exterior receptacles must be GFCI protected
- 13) All stairs/steps must be sound, free of cracked or loose sections and equipped with handrails
- 14) Roofs must be free of holes, deterioration leaks or missing shingles and be structurally sound
- 15) Fences must be plumb, structurally sound, free of deterioration, and painted

F. PARKING LOTS, DRIVEWAYS, SIDEWALKS, AND STAIRS

- 1) One crack is permitted in one block of concrete. Crack must be tight with no movement. Tripping hazards are NOT permitted. Any concrete out of alignment more than 3/8” must be replaced. All gravel driveways shall be paved with asphalt or concrete material (hard surfaced). Aprons must be replaced in concrete
- 2) Areas of broken or deteriorated concrete or asphalt larger than 1 sq.ft. per 20 sq.ft. section of paving will require replacement of entire 20 sq.ft. section
 - ❑ Concrete - Sidewalks, driveways, basement floors and garage floor must be 4” thick with fiber mesh or wire. Aprons and the portion of public sidewalk that crosses the driveway must be 6” thick with fiber mesh or wire reinforcing
 - ❑ Asphalt – See city specifications

G. GARAGES AND/OR ACCESSORY STRUCTURES

- 1) Walls must be free of cracks, holes, missing siding, damaged or missing trims
- 2) Roofs must be free of holes, deterioration or leakage
- 3) Exterior walls and trim materials must be painted and in good repair
- 4) All outlets in walls must be GFCI protected (except freezers or dedicated appliances)
- 5) Outlets for overhead door opener must be grounded and within 3’0” from opener
- 6) Floors must be concrete material and be free of serious or misaligned cracks
- 7) Service entry cable must be protected and free of hazardous conditions